



2005 Annual ASHA Workshop

Sponsored by

Office of Private Voluntary Cooperation –

American Schools and Hospitals Abroad

Bureau for Democracy, Conflict and Humanitarian Assistance

May 23 – 25, 2005

Holiday Inn Select

480 King Street Alexandria, VA

703-549-6080

Agenda

Monday, May 23

8:00 a.m. – 8:30 a.m.	Registration and Coffee
8:30 a.m. – 9:00 a.m.	Welcome <i>Garrett Grigsby, Deputy Assistant Administrator Bureau for Democracy, Conflict and Humanitarian Assistance Judith Gilmore, Director, PVC-ASHA George Like, Division Chief, PVC-ASHA/ASHA</i>
9:00 a.m. – 10:00 a.m.	USAID 101
10:00 a.m. – 10:30 a.m.	Coffee Break
10:30 a.m. – 11:15 a.m.	PVC-ASHA Overview/ASHA Strategy <i>George Like</i>
11:15 a.m. – 11:45 a.m.	Overview of Materials for Grant Implementation
11:45 a.m. – 12:00 noon	Questions
12:00 noon – 1:30 p.m.	Lunch on your own
1:30 p.m. – 2:15 p.m.	Negotiation Package (Project Description, Revised Budget) Performance Management Plan Overview
2:15 p.m. – 3:15 p.m.	Project Implementation Letter No. 1/Grant Forms (QPR's)
3:15 p.m. – 3:30 p.m.	Break

3:45 p.m. – 4:00 p.m.	Grant Audit Requirements
4:00 p.m. – 4:30 p.m.	Grant Closeout Requirements

Tuesday, May 24

8:00 a.m. – 8:30 a.m.	Coffee
8:30 a.m. – 9:30 a.m.	Revised ASHA application
9:30 a.m. – 12:00noon	<u>Concurrent Breakout Sessions I:</u> a. Quarterly Progress Reports (QPRs) – Financial Reporting (SF-269, SF-269.S and SF-270) b. Performance Management Plans (PMP) c. Grant Implementation and QPRs (NTL & MS-ROC)
12:30 p.m. – 1:30 p.m.	Lunch on your own
1:30 p.m. – 4:30 p.m.	<u>Concurrent Breakout Sessions II:</u> a. Quarterly Progress Reports (QPRs) – Financial Reporting (SF-269, SF-269.S and SF-270) b. Performance Management Plans (PMP) c. Grant Implementation and QPRs (NTL & MS-ROC)

Wednesday, May 26

8:30 a.m. – 9:00 a.m.	Coffee
9:00 a.m. – 12:00 noon	<u>Concurrent Breakout Sessions III:</u> a. Quarterly Progress Reports (QPRs) – Financial Reporting (SF-269, SF-269.S and SF-270) b. Performance Management Plans (PMP) c. Grant Implementation and QPRs (NTL & MS-ROC)
12:30 p.m. – 12:45 p.m.	Closing Remarks
12:45 p.m. – 2:00 p.m.	Lunch on your own
2:00 p.m. – 5:00 p.m.	Post Workshop: One-on-One Meetings with PVC-ASHA Staff and Triumph Technologies Consultants

Agenda is tentative and subject to change.